



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

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TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Approval – Current Applications, 275 Bellew Avenue South

DATE: January 29, 2015

Request: Site Plan Approval for the construction of a 10,240 square foot building addition and 5,530 square foot parking area at 275 Bellew Avenue South, Parcel Number 9-43-101.240

Applicant: Timothy F. Titus of Aubertine and Currier on behalf of Don Clark of DC Building Systems, Inc. and George Anderson of Current Applications, Inc.

Proposed Use: Manufacturing of electric motors and parts.

Property Owner: Current Applications, Inc.

Submitted:

Property Survey: No	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: (Traffic)

SEQRA: Unlisted

County Review: Yes

Zoning Information:

District: Light Industrial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: No

Project Overview: The applicant proposes the construction of a 10,240 square foot building addition and a 5,530 square foot parking area. The proposed addition will be located on the north side of the existing building which measures 20,056 square feet. The addition will allow Current Applications to improve efficiency, expand production and allow for the expansion of new product lines.

The submitted application is lacking a number of required items including a survey, a grading and drainage plan, a landscaping plan and other items as detailed below. Although the submittal was lacking in a number of areas, Staff completed an initial review and placed it on the Planning Board agenda at the request of the applicant. The applicant wanted to be able to present the proposed project to the Board to ensure that all potential issues are identified prior to revising and submitting updated plans. The application should be tabled pending the submission of the required information and requested changes noted below.

Parking: The Zoning Ordinance requires 200 square feet (1 space) of parking for each 1,000 square feet of building space in a Light Industrial district. Based on the existing 20,056 sq. ft. building and the 10,240 sq. ft. addition, 31 parking spaces are required. The original plan shows 58 parking spaces and the proposed parking lot expansion provides 11 additional spaces. While the overall parking will exceed the required number of spaces, the revised plans must show how the new lot will be connected to the existing lot. The access drive must be shown along with the new configuration and loss of existing spaces from the existing parking lot. The Planning Data table should be updated accordingly.

Sidewalks & Curbing: Pedestrian access from the parking spaces to the building is provided by an existing sidewalk along the west side of the building. An integral sidewalk and curb is proposed along the new parking lot area next to the building but there is no connection between the new walk and the existing. A sidewalk should be added along the west side of the building to make the connection and to provide better pedestrian access from the existing parking lot.

Lighting: The applicant depicts two new building mounted light fixtures on the north side of the proposed addition. The photometric information on the plan for the new lights shows that there will be no off-site light greater than 0.5 foot-candles.

Drainage & Grading: The applicant must provide a stamped and signed Boundary and Topographic Survey as required on the site plan application. The updated survey must clearly show the existing conditions of the lot. The site plan provided only shows the site as was originally planned and not as-built conditions. For the original site plan approval, the stormwater detention area at the northwest corner of the site was to shift south to provide adequate cover over the existing water line. All existing easements need to be shown and clearly labeled. All existing below ground utilities need to be labeled with pipe sizes, materials, rims, inverts, etc.

A proposed grading plan is required. There appears to be grading required for the new parking lot that is not shown and the proposed parking lot appears to end up higher than the existing parking lot. A portion of the existing parking area may also need to be regraded and should be shown on the plans if necessary.

The addition project is part of a larger common plan of development. The Stormwater Pollution Prevention Plan (SWPPP) must be updated to include the new expansion. A SWPPP for industrial uses may be required. The applicant must submit to the City a copy of the updated SWPPP, the Notice of Intent (NOI) and the NOI acknowledgement letter from the DEC. Stormwater treatment area sizing needs to include all potential offsite runoff to the treatment area. Erosion and Sediment Control should be provided to protect the existing stormwater treatment area from erosion and sediment during construction

Utilities: There are no new utilities proposed for the addition. All water and sewer needs will be handled through the existing building. Although no new water is required, the existing water pressure at the site should be included in the Engineering Report.

Landscaping: No new landscaping is proposed as part of the project. There is a significant amount of existing landscaping along the street right-of-way and along the existing building. Existing trees and other landscaping on the northwest corner of the building will likely have to be removed for construction. Additional landscaping should be provided to offset this removal and trees should be considered along the northern edge of the new parking area to meet the intent of the Planning Board's Landscaping and Buffer Zone Guidelines.

SEQRA: The NYSDEC has an online tool called the EAF Mapper that assists applicants with compiling answers to Part 1 of the Short Environmental Assessment Form (EAF). The EAF that was submitted for this project using the online tool identifies several areas of concern that will require additional follow up and information. The EAF indicates that the project area is located within an archaeologically sensitive area. The applicant should consult with the State Historic Preservation Office (SHPO) and /or provide additional information addressing this issue. If SHPO provides a "No Impact" letter, a copy needs to be submitted to the City.

The EAF has also indicated that there are regulated wetlands on the site or on lands adjoining the site. This box was likely checked as there are wetlands on the property located approximately 500' to the southwest. A map provided in the Engineering Report depicts this graphically; however, the revised submission should provide additional information or include an explanation to clarify this issue.

Finally, the EAF indicates that site of the proposed action may contain endangered or threatened species or their associated habitats are known to be within the boundaries of the project site. This issue should also be investigated further and additional information should be provided to address this issue.

Miscellaneous: The applicant must obtain a letter from the property owner that authorizes the applicant to apply for a site plan approval.

This project requires review by the Jefferson County Planning Board, pursuant to General Municipal Law, Section 239-m. The revised plans must be submitted to the City no later than the close of business on February 10, 2015 so that we can refer the application to the County for their February 24, 2015 meeting.

The existing and proposed hours of operation and a construction schedule for the completion of the site expansion should be submitted with the revised application.

The legend on Page C100 should be updated to accurately reflect the correct line types – i.e. existing storm sewer is shown as SDx in the legend, but ST on the site plan.

The contractor and/or property owner must obtain a Building Permit prior to construction.

Summary: Since Staff is recommending that this application be tabled pending the submission of the missing information, we have not completed the standard list of summary items. All known outstanding items and issues are identified above.

cc: City Council Members
Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Timothy F. Titus, Aubertine and Currier, 516 Bradley Street, Watertown, NY 13601
Donald E. Clark, DC Building Systems, 19086 US Route 11, Watertown, NY 13601